



## **Arizona Medical Board**

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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### **DRAFT MINUTES FOR SPECIAL MEETING**

**Held on August 20, 2007**

**9545 E. Doubletree Ranch Road • Scottsdale, Arizona**

#### ***Board Members***

William R. Martin III, M.D., Chair  
Douglas D. Lee, M.D., Vice Chair  
Dona Pardo, Ph.D., R.N., Secretary  
Dan Eckstrom  
Robert P. Goldfarb, M.D., F.A.C.S.  
Patricia R. J. Griffen  
Ram R. Krishna, M.D.  
Todd A. Lefkowitz, M.D.  
Lorraine L. Mackstaller, M.D.  
Paul M. Petelin Sr., M.D.  
Germaine Proulx  
Amy J. Schneider, M.D., F.A.C.O.G.

#### **Call to Order**

The meeting was called to order at 12:28 p.m.

#### **Roll Call**

The following Board Members participated telephonically: Mr. Eckstrom, Dr. Goldfarb, Ms. Griffen, Dr. Krishna, Dr. Lee, Dr. Lefkowitz, Dr. Mackstaller, Dr. Martin, Dr. Pardo, Dr. Petelin, and Ms. Proulx. The following Board Member was not present: Dr. Schneider.

#### **Also Present**

Marc Harris and Mary Williams, Attorney General's Office, Licensing Enforcement Section

#### **NON-TIME SPECIFIC ITEMS**

Dr. Martin explained to the Board that the Executive Director, Timothy Miller, J.D., contacted him last week to inform him of his resignation as he had accepted a position with the Federation of State Medical Boards (FSMB), effective November 1, 2007. Dr. Martin stated he contacted the Board's Vice Chairman and Secretary, Drs. Lee and Pardo, to inform them of Mr. Miller's resignation and to discuss holding a special Board meeting for the purpose of adopting a plan for succession and the hiring of a new executive director (E.D.). He stated it is important that the agency remains stable and the Board would like to maintain that stability during and upon hiring the new E.D. Dr. Martin reported he met with Board Staff earlier in the day to provide assurance from the Board of their intent to continue in a positive direction. Staff expressed concerns about agency stability and job security and Dr. Martin informed Staff that he would like to maintain the Agency's stability as much as possible. He noted the process that has been developed internally over the past two years is a good process and he is hopeful that the Board can find an E.D. who is somewhat familiar with the process. Dr. Krishna noted the Board previously performed a national search for a new E.D. and recommended the Board consider this as an option to proceed. Dr. Goldfarb noted that in addition to the national search, the Board has also previously used the assistance of the Arizona Department of Administration (ADOA) who assigned a staff member to help with advertising and interviewing potential candidates.

Dr. Martin asked if it would make sense to look within the Agency for candidates that are qualified and are familiar with the Board's policies and procedures. Dr. Krishna stated the internal candidate could apply through the same process with the national search. Dr. Martin commented that by conducting a national search, it would be more difficult to facilitate a smooth transition. Dr. Pardo asked whether the Board could appoint an Interim Director during the search process. Dr. Martin stated this was a possibility and the Board may choose to appoint a subset of the Board to help in the hiring process. Dr. Mackstaller opined that the Board should focus on finding the best candidate for the position, regardless of the timeframe.

Dr. Krishna clarified that the Interim Director will not take over until Mr. Miller leaves the Agency. Mr. Harris, A.A.G., reminded the Board that it needed to limit its discussion to the topics listed on the agenda which were discussion and possible action on adopting a plan of succession and replacement of the E.D.

**MOTION: Dr. Krishna moved for the Board to form a Committee to look into the process of hiring a new E.D. including, if necessary, the appointment of an Interim Director under the advice of the current Executive Director and to request that the ADOA assist the Board in recruiting a permanent Executive Director.**

**SECONDED: Dr. Lefkowitz**

Dr. Martin clarified that the Committee's role will be to develop a plan of succession for filling the E.D. vacancy including, but not limited to reviewing the E.D. job description and utilizing the services of the ADOA. If it appears that the Board will not be able to fill the position by November 1, 2007, the Committee will look into the hiring of an Interim Director until the position is filled permanently and will make the appropriate recommendation to the Board. The Committee will also keep the Board informed of its progress.

**ROLL CALL VOTE: Roll call vote was taken and the following Board Members voted in favor of the motion: Mr. Eckstrom, Dr. Goldfarb, Ms. Griffen, Dr. Krishna, Dr. Lee, Dr. Lefkowitz, Dr. Mackstaller, Dr. Martin, Dr. Pardo, Dr. Petelin, and Ms. Proulx. The following Board Member was absent: Dr. Schneider.**

**VOTE: 11-yay, 0-nay, 0-abstain, 0-recuse, 1-absent.**

**MOTIO PASSED.**

Following the vote, Dr. Martin asked for volunteers to serve on the Committee. The following Board Members volunteered to serve on the Executive Director Search Committee: Dr. Krishna, Dr. Lee, Dr. Lefkowitz, Dr. Martin, and Dr. Pardo. The Committee Members appointed Dr. Martin as Chairman of the Committee.



The meeting adjourned at 12:51 p.m.

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Timothy Miller, J.D., Executive Director